Entrance Conference

The Entrance Conference is usually attended by the superintendent, the federal programs director, the business manager, and anyone else the superintendent would like present.

1. Introductions and monitoring preparation recognition
2. Review schedule and determine if any changes are needed
3. Review the purpose of monitoring and the monitoring process:
    A. Purpose of Performance-Based Monitoring (risk factors based on data)
        i.   to provide technical assistance
        ii. to support the shift from compliance focus to a focus on performance and closing the achievement gap
        iii. to ensure compliance with federal requirements under ESEA
        iv. to build relationships between the district staff and SDE staff
        v.   to support district system changes (turning around low performing schools – i.e. Idaho Building Capacity, Superintendents' Network, PALs)
    B. Monitoring Process (*Title IA monitoring may be arranged/scheduled differently than Title IC and Title III*)
        i.   Review district data – budget reports, policy and procedure documents, and interviews: federal programs director, business manager, homeless education liaison, Title IIA/curriculum director, Migrant liaison, LEP director
        ii. Visit schools – observe classrooms; interview principals, teachers, instructional coaches, parapros, and parents
    C. Final Report is delivered during the Exit Conference and includes recommendations, findings and corrective actions.
4. Superintendent is given an opportunity to discuss the district's demographics, successes and challenges.

Exit Conference*

1. The monitoring team meets with the superintendent, federal programs director, business manager and any other designated personnel to review the Final Report. Recommendations and findings are discussed during the exit conference. The Final Report is emailed to the Superintendent and Federal Programs Director after the Exit Conference. The LEA has approximately 30 days to respond to the Findings.
2. The district is invited to give feedback regarding the onsite monitoring process.

* The district is encouraged to request a technical assistance visit in any of the program areas where additional support is needed.